



Graduate Assistant Job Description

Job Title: Career Development Graduate Assistant

Department: Career Development

Reports to: Matt Real

Summary:

The Bellarmine Career Development Center Graduate Assistant will gain knowledge about how the Career Development Center functions as an office, in the university, and with the community, as well as develop skills in career advising and career education. The experience will help the Graduate Assistant gain greater appreciation of this support service offered by higher education institutions and build relevant student development and advising skillsets transferrable across diverse functional areas.

Essential Functions:

Major Tasks and Responsibilities

- Provide career advising to undergraduate students, graduate students, and alumni
- Facilitate career education presentations to classrooms and student groups
- Collaborate with the team to plan, implement, and assess career education programs
- Observe and support career courses
- Support student's connection to off-campus part-time employment, as well as, EPIC (Bellarmine's on-campus student employment program)
- Perform regular Handshake maintenance, including: employer approvals, job approvals, and data reporting.
- Conduct employer research and build major specific reports that provide experiential guidance for prospective, current, former students.
- Provide First Destination research and communication support to collect graduate outcome data.
- All other duties as assigned to support the mission of the Career Development Center, Division of Student Affairs, and Bellarmine University

Required Qualifications:

- Must be a regularly admitted graduate student in good academic standing in their program and school.
- Maintain active status throughout the duration of the graduate assistantship.
- Be able to regularly work between 10 and 13 hours a week.
- Ability to demonstrate the following NACE Career Readiness Competencies:

- **Critical Thinking/Problem Solving:** Generate new ideas and innovative approaches to advance the mission and vision of the Career Development Center. Utilize a solution-oriented approach to proactively address problems that may arise
- **Oral/Written Communication:** Demonstrate professional writing, targeted writing for your audience, and excel in public speaking and conducting workshops
- **Teamwork/Collaboration:** Able to work well with others from diverse functional areas and backgrounds and look for opportunities to build and expand partnerships across campus and in the community
- **Digital Technology:** Adept at learning new technology platforms and looking for ways technology can advance the reach of the career center. Current technology used in the Career Center: Handshake, Big Interview, MyPlan, Moodle, social media (Facebook, Twitter, Instagram), and website
- **Leadership:** Leverage and build upon the strengths of the team to improve career education and advising. Use interpersonal skills to support peer career educators
- **Professionalism/Work Ethic:** Model the highest level of professionalism and work ethic within the team, division, campus, and the broader community. Demonstrate personal accountability, effective work habits, and ability to learn from mistakes
- **Career Management:** Articulate personal skills, strengths, and knowledge and advocate for strengths-based opportunities for growth. Seek professional development and continuous learning to advance toward career goals
- **Global/Intercultural Fluency:** Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. Demonstrate openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences

Education, Knowledge, Skills, Abilities:

- Bachelor's degree in a related area required.

Preferred Qualifications:

- Enrolled in a Higher Education/Student Affairs related graduate program.
- Experience with career-centered topics, including resumes, cover letters, internship/job search, networking, etc.
- Proven ability to build partnerships with faculty, staff, and other student affairs offices.
- Experience supporting diverse student populations including, students with disabilities, LGBTQ+ students, students of color, adult learners, veterans, first-generation students, and Louisville-focused resources.

Supervisor Responsibility (if applicable):

Graduate assistant may supervise student workers, but scope of supervision is minimal.

Human Resources Use:

FLSA:	Job Group:
CUPA Code:	Grade:

Date approved:
Approved by:

Last revised:
Revised by:

Work location:

- Flexible Work: in-person, with some remote options (adjusted to be in accordance with state guidelines)
- Standard office environment and equipment
- Flexible schedule according to student’s graduate classes, typically between the hours of 8:30 a.m. and 5:00 p.m., for a total of 10-20 hours per week
- Some evening and weekend work to accommodate student, alumni, faculty, staff, and employer schedules

Note:

This job description identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by their supervisor.

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